



Job Opportunity Bulletin

Staff Services Analyst

Retired Annuitant

Tenure/Time Base: Temporary / Intermittent
Work Hours: 8:00 am – 5:00 pm
Office/Location: California Commission on Teacher Credentialing
Division of Professional Practices
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary:
Range A \$2724 - \$3313/month
Range B \$2950 - \$3586/month
Range C \$3538 - \$4300/month
Final Filing Date: February 9, 2007 or until filled
Contact: Dan Gonzales (916) 322-8551

DUTIES:

Under the direction of the Staff Services Manager I in the Division of Professional Practices, the Retired Annuitant Staff Services Analyst performs the following:

- Independently review and analyze all information contained in the Commission files and coordinate the submission of materials for Committee of Credentials review. Prepare and assemble the Confidential Investigative Report, agenda sheet, and supporting documentation for each case to be reviewed by the Committee of Credentials.
- Handle the more difficult and sensitive telephone inquiries from applicants or credential holders or their legal representatives. Contact school districts for information regarding dismissals and or resignations for cause.
- Correspond with respondents, their attorneys, school districts, witnesses and complainants regarding upcoming Committee meetings. Organize and disperse the results of those meetings, both in writing and verbally. Schedule deadlines for submission of documents and staff submission of Confidential Investigative Reports to be reviewed by the Committee.
- Prepare Suspension Notice, pursuant to requirements enumerated under Education Code sections 44940, 44424, and 44425, for the Commission Consent Calendar. Reviews charges and makes determination whether mandatory action is required. Prepare mandatory action forms, if necessary.
- Request police records and court documents and prepare a file for analysis.

CONDITIONS OF EMPLOYMENT:

Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are retired State employees from a position that was either: (a) in the class to which you held permanent or probationary status at the time of retirement; or (b) in another classification to which you could have permanently transferred, reinstated, or demoted to at the time of retirement. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attn.: Dan Gonzales. All applications must clearly indicate the basis of their eligibility (*i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-141. The applications will be screened and only the most qualified applicants will be invited for an interview.

<p><i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p>
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